



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 26, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Accountant II - Supervisory – Exam #21456 / Annual Salary \$61,387 - \$77,822

The City of Minneapolis has three (3) Accountant II – Supervisory positions available. Each position is located in our Controller Division of the Finance and Property Services Department. Applicants **MUST** indicate for which position(s) they are applying. **Primary Responsibilities:** Responsible for all aspects of the accounting function, including, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **Required Education:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **Required Experience:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Applications Programmer – MPD/911 – Exam #21462 / Hourly Salary \$25.09 up to \$34.53

There are currently two (2) non-exempt, full-time vacancies to be filled in the City of Minneapolis Information Technology (IT) Department. Anyone may apply. **Primary Responsibilities:** Responsible for application software development, maintenance, support, testing and documentation. **REQUIREMENTS: Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc. **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, June 6, 2014.**

City Records Manager – Exam #21473/ Annual Salary \$65,074 up to \$86,795

Position Information: There is (1) full-time, exempt vacancy to be filled in City Clerk's office. **Open to all applicants.** **Primary Responsibilities:** Ensure the City's records, data, and information assets are managed effectively in full conformance with all legal requirements, industry best practices, and with due regard for risk, probity, continuity, and economy throughout identified lifecycles using appropriate media and technology. **Minimum Requirements: Experience:** Five (5) years of experience including administration, design, development, implementation, administration, and evaluation of an enterprise records and information management program, with leadership experience in the field, including personnel supervision and performance management within a large multi-function organization. **Education:** Bachelor's Degree or equivalent in Library Science, Records Management/Archives, Information Systems/Technology, or related discipline. **Preferred: Master's Degree (MBA or MPA) in Public Administration or closely related field of study.** **Applications accepted through Tuesday, May 27, 2014.**

Event Coordinator – Exam #21480 / Annual Salary \$49,257 up to \$68,169

There is currently one (1) vacancy to be filled at the Minneapolis Convention Center. This position requires irregular schedules which include days, evenings, weekends, and holidays; the performance of work assignments may not be directly related to job specifications. Adjustments of shifts, breaks, etc. may be required upon short notice. Incumbent may be required to work evenings for extended periods of time. **Schedule flexibility is required. Primary Responsibilities:** The Event Coordinator is a customer service position responsible for providing event security, crowd management and hospitably services to convention center clients. Event coordinator will plan with the guest and security department to organize, perform and monitor activities to ensure contractual obligations are fulfilled. Identify and resolve guest issues and/or requests in an efficient and timely manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. **REQUIREMENTS: Experience:** Two (2) years of experience in coordinating large-scale meetings and special events. **Education:** Bachelor's Degree or Vocational School Certificate in Hotel Management or closely related field. **Preferred:** 1-2 years of event security experience **Equivalency:** An equivalent combination of related education and/or experience may be considered. **Applications accepted through Friday, June 6, 2014.**

Health Program Manager – Family and Early Childhood – AMENDED – Exam #21467/ Annual Salary \$66,232 up to \$84,492

Amended: The education minimum qualifications have changed from a Master's Degree to Bachelor's Degree. **Position Information:** There is (1) full-time, exempt vacancy to be filled in the Minneapolis Health Department. **Open to all applicants. Primary Responsibilities:** Position works with and maintains positive relationships with Health Department staff and other city elected and appointed leaders, the Minnesota Department of Health, MN Department of Human Services, Minneapolis Public Schools, Minnesota Visiting Nurse Agency, Way to Grow and other project contractors, community partners, community residents, local and state policy makers, and other and county staff. **REQUIREMENTS: Education:** Bachelor's Degree in Public Health, Public Policy, Public Administration, MBA or equivalent degree in closely related fields. *Master's Degree desirable. **Experience:** Five (5) years of experience in public health/non- profit environment. **Applications accepted through Tuesday, May 27, 2014.**

Inspector, Housing I / Hourly Salary \$20.02 up to \$28.67

There is currently one (1) full-time, non-exempt vacancy to be filled in Regulatory Services. Although work is normally performed between 8:00 a.m. to 4:30 p.m., employees may be requested to work beyond the normal work hours from time to time or be requested to routinely work a different shift. ***This position is open to all applicants. Primary Responsibilities:** Perform inspections and investigate complaints to enforce the Housing Maintenance Code, Zoning and Nuisance Ordinances applicable to facilities, maintenance, occupancy and environment of existing dwellings, non-dwellings structures, living areas and vacant land. **Requirements: Experience:** One year experience in housing, building, or zoning code administration or inspections. **Education:** Associate Degree in a related Field or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. In all cases, applicants must have a minimum of one (1) year of experience to be qualified. **Licenses/Certificates:** Must possess and maintain a valid Driver's License while employed in this position. Within one (1) year of employment, must have/maintain an International Property Maintenance Inspector Certification or Building Officials and Code Administrators (BOCA) Housing and Property Maintenance Inspector Certification. Obtaining/maintaining certification as current is a condition of continued employment. **Applications accepted through Friday, May 30, 2014.**

PeopleSoft Administrator – Exam #21283 / Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted until a sufficient candidate pool has been established, determined by HR.**

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Supervisor Water Treatment Plant/Exam #21414/Salary \$75,326.00 - \$82,311.00

The duty of this position is to insure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **QUALIFICATIONS:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics, Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration, Plumbing, or equivalent. Six years' experience in water treatment plant(s) similar to the Minneapolis water treatment plants, or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. Diploma, Associates Degree, or Bachelor's Degree preferred. **LICENSES/CERTIFICATIONS:** Minnesota Class 'B' Water Supply System Operator Certificate, Valid Driver's License at time of hire, Minnesota Boiler License: Special Engineer within 6 months of hire. HAZWOPER Operations Level Certification within 12 months of hire. Background check/drug & alcohol testing. **Applications accepted through May 28, 2014.**

CITY EMPLOYEES ONLY

Administrative Assistant to the Director – Civil Rights / Hourly Salary \$19.47 up to \$30.82

***This position is open to current City of Minneapolis employees only.** There is currently one (1) full-time, non-exempt vacancy to be filled in the Civil Rights department. The position reports directly to the Director of Civil Rights. **Primary Responsibilities:** Assist the Director/Department Head by handling non-emergency issues and problems in the administrative area that do not require the executive's involvement. **Requirements:** **Education:** Associate's Degree in Business or Public Administration or equivalent. **Experience:** Five (5) years of related experience, including project management experience. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Tuesday, June 3, 2014.**

Lead Inspector, Building – 21482 Hourly \$35.030 - \$39.180

The Lead Inspector will function as a technical lead for the Construction Inspection Services section in the subject area of building codes and standards while maintaining an inspection district to achieve consistency of Building Code interpretation and enforcement. The current position is a full-time non-exempt position and may be assigned to work outside the normal 8:00 a.m. to 4:30 p.m. work day. **Qualifications:** **Education:** Two (2) years of related post-secondary education or equivalent. **Work Experience:** Five (5) years of experience as a Municipality Building Inspector. ICBO/ICC National Certification as a Building Inspector **Must** currently hold (and maintain) a valid Minnesota Department of Labor and Industry issued Building Official Certificate. Must have and maintain a valid Driver's License while employed in this position. **Applications accepted through May 30, 2014.**

Senior City Planner Req#21478 Salary: \$56,152.00 up to \$77,299.00 RESTRICTED TO CPED

The Community Planning and Economic Development Department for the City of Minneapolis is looking for a Senior City Planner. The Senior City Planner is a mid-level planning position with CPED. This vacancy is with the Zoning Administration section of the Development Service Division and includes taking a lead role with permitting, customer service center counter staffing, and zoning enforcement. The current vacancy will work with and have a focus on the Historic Preservation and will have the capacity to focus on Historic Preservation and the capacity to fulfil the requests for Historic Review Letters and potential historical designation studies. **Requirements:** **Education/Experience:** Bachelor's Degree in Urban, Regional, Community Planning, Architecture, Historic Preservation, Landscape Architecture, Geography, or equivalent. Three years of professional related experience. An equivalent combination of related education and experience will be considered. **Applications accepted through Friday, May 30, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.